



## Filing Receipt

**Received - 2021-12-22 10:04:27 AM**  
**Control Number - 51841**  
**ItemNumber - 8**

## HOW TO FILE YOUR HEARING REQUEST AT THE PUC

Requests for a hearing at the Public Utility Commission (PUC) regarding the Emergency Operations Plans rule must be received by the computer PUC by January 4, 2022. The filing is made electronically on the Internet through the PUC website. You must finish in 20 minutes.

Read these instructions before you start, and follow them. It will be a piece of cake. Be sure to have an electronic file of the request for hearing on your computer. A signed document is the standard and you may have to print the request, sign it and scan it to pdf. At the end of the filing process you will be prompted to attach the file. This process works the same as attaching a file to an email.

You will have to provide information to get to the point of file attachment. The purpose of this “how to guide” is to give you the information you need to complete this process in a few minutes.

1. Start by going to <https://interchange.puc.texas.gov/filer>.
2. Click on begin under the Get Started option.
3. Enter the Control Number 51841
4. **Filing Party Information** . Enter name, address, phone number and email address for the individual submitting the document which is the person and/or organization whose name is in the signature block on the request for hearing. If the request is from an organization, enter address, phone, number, etc. for the organization. If the request is from an individual use your home address, phone number, and email. If you are filing for someone else be sure to know these details before your start.
5. **Filing Type – Public Comments** . There is a drop down menu. Click in the center of the drop down menu box, not the down arrow. When you get the list select **Public Comments** .
6. **Filing Description – Request for Public Hearing**. Where indicated, type in Request for Public Hearing.
7. **Document Upload** – Follow instructions for uploading the request. It will ask you for the number of pages and a couple of other questions like if you have attachments. Your answer will be no.

8. At the end of the process you will get a summary page with the information you submitted. An electronic receipt will be sent to the person whose email address is provided as the filing party. This email is also a security measure and asks the individual to confirm that the filing is authentic.

GOOD LUCK! If you need help call me 512 619-4559. However, I have confidence this will be breeze for all of you.

Additional information:

If you anticipate needing a meeting accommodation to participate in a public hearing be sure to include this information in your hearing request. Be specific with your request. For example, "I need to participate in an accessible meeting location due to insufficient accessible parking and a broken elevator at the adjacent parking garage." or "I need to participate virtually through an accessible web meeting platform due to being immune compromised and not being able to travel to this meeting due to the public health pandemic."